

Safeguarding Policy

Responsibility for Policy:	<i>Registrar and Chief Operating Officer</i>
Relevant to:	<i>All staff and students</i>
Approved by:	<i>SMT / ELT</i>
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RELEVANT DOCUMENTS

- **Counter Terrorism and Security Act 2015**
- **Equality Act 2010**
- **Safeguarding Vulnerable Groups Act 2006**

RELATED POLICIES & DOCUMENTS

- **Code of Practice for Placement Learning**
- **SCP18 Risk Assessment**
- **SCP36 Children on University Premises**
- **Code of Practice for Admissions**
- **Promotional Video and Audio Recording Policy (Student Recruitment)**

Policy on the Safeguarding of Children, Young People and Vulnerable Adults

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1 Safeguarding Policy Statement

1.1 Statement of intent

Liverpool John Moores University wishes to adopt the highest possible standards and to take all reasonable steps in relation to maintaining the health, safety and wellbeing of children, young people and vulnerable adults (including those potentially at risk of radicalisation) accessing its services and facilities.

The University believes that it is unacceptable for a child, a young person or an adult to experience any form of harm or abuse. Their welfare is paramount and they have the right to protection and support. The University acknowledges its obligations under the Childrens Act 1989 and 2004, the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, the Sexual Offences Act 2003 and the Rehabilitation of Offenders Act 1974, although these are not specifically aimed at Higher Education providers. Due regard is also given to the Equality Act 2010, the Safeguarding Vulnerable Groups Act 2006 (and as amended by the Protection of Freedoms Act 2012) and the Counter Terrorism and Security Act 2015 in the development of this policy.

All of the above factors are relevant in meeting any duty of care that the Higher Education Institution (HEI) may have towards children, young people and vulnerable adults

Safeguarding concerns may arise as a result of activities associated with the University; or a member of staff, student or volunteer acting on behalf of the University may become aware of safeguarding concerns about an individual, which are not related to the University's activities, nor within the University's control.

This policy and associated procedures cover all such instances and outline the principles and approach accepted by the University as essential to safeguarding.

Liverpool John Moores University is predominantly an adult environment, however it recognises its responsibility to promote and safeguard the welfare of children, young people and vulnerable adults. Whilst acknowledging that it cannot act "in loco parentis" and that ultimate responsibility will continue to rest with parents and guardians, the University will work in partnership with the individuals themselves, their parents, carers and other agencies as appropriate to promote and safeguard the welfare of individuals and to minimise the risks of harm.

1.2 Definitions

Throughout this Policy the following definitions will apply:

Channel – this is a multi-agency process which aims to stop the process of radicalisation and divert children, young people and vulnerable adults from extremist views associated with terrorism.

Children – people under 16 years of age.

'DBS' means the Disclosure and Barring Service. This statutory body has been created out of the merger of the Criminal Records Bureau and the Independent Safeguarding Authority.

Prevent – part of the government's anti-terrorism strategy. Higher Education has been identified as a sector where young people may be radicalised. This strand of the anti-terrorism strategy aims to prevent young people getting involved in terrorism.

Radicalisation – the process by which an individual comes to support terrorism and forms of extremism leading to terrorism.

Regulated activity – unsupervised activities (i.e. no parent or carer present) with children, and vulnerable adults on a regular basis.

Safeguarding – protecting children, young people and vulnerable adults from maltreatment and harm. Harm could be physical, sexual or psychological. This can include protection from involvement with crime and/or terrorism.

Vulnerable adults – as defined by section 59 of the Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012) and/or those persons aged over 18 who by reason of mental or other disability, age or illness are (or may be) unable to take care of themselves or are (or may be) unable to protect themselves against significant harm or exploitation.

Young people – people aged 16-17 years of age.

1.3 Aims and Objectives

The aims and objectives of this policy are:

- to highlight the processes in place that form the basis of the University's approach to safeguarding and protecting the wellbeing of children, young people and vulnerable adults who come into contact with, or are brought to the notice of, the University;
- to provide staff, students and volunteers with guidance on procedures they should adopt in the event they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm;
- to set out a series of general guidelines for all staff, students and volunteers at the University who may work with children, young people or vulnerable adults.

Specifically, this policy will:

- Describe how the University will safeguard children, young people and vulnerable adults
- Apply to all academic and professional service areas
- Demonstrate knowledge and observance of statutory requirements and good practice guidelines in the pursuit of providing a safe environment for children and those in vulnerable circumstances

- Be reviewed and revised as necessary and, as a minimum, on an annual basis
- Identify the organisational and management structures for implementing this policy

Where there are concerns about the wellbeing or safety of students or staff members who are not young people or vulnerable adults, other appropriate policies should be used to address these concerns. Relevant policies include but are not limited to:

Disability policy (students) – provision of support

Student code of behaviour

Student Disciplinary policy

Fitness to Study policy

Fitness to Practice policy

Staff Grievance policy

Staff Discipline policy

Staff Capability policy

2 Background

Liverpool John Moores University aims to promote the highest standards in relation to the safety and wellbeing of children, young people and those classified as vulnerable. To this end, the University recognises that it has a responsibility to provide appropriate structures, policies and procedures to help safeguard children and vulnerable adults.

There are currently no UK statutes requiring HEIs to develop a Safeguarding Policy; however, the University has developed this policy as part of its commitment to providing a safe environment for all who come into contact with the University.

As a major provider of education and training for key professions the University staff, students and volunteers engage with children, young people and those considered vulnerable in 'regulated' activities in a range of different settings and for a range of different purposes. Additionally, staff and students come into contact with children, young people and adults in situations which would not be considered to be 'regulated' activities but where the principles of safeguarding need to be observed.

The following list, which is not exhaustive, covers the main areas of activity where staff and students of the University may come into contact with vulnerable groups:

- teaching, supervision and support of enrolled students, including young persons (aged between 16 to 18) and those considered vulnerable

- accommodating students with partner providers, including young persons (aged between 16 to 18) and those considered vulnerable
- employment of under 18's and vulnerable people or the provision of work experience opportunities for school and college pupils;
- school and college pupils visiting the University on organised day or residential visits;
- public access to University facilities;
- students or trainees undertaking work placements or work based learning as part of their prescribed course in a range of subject areas including those within the Faculties of Health, APSS and Science.
- staff supervision of students or trainees, as noted above
- staff undertaking outreach activities in schools and colleges
- research involving individuals from vulnerable groups;
- staff and students participating in Volunteering Programmes;
- use of on-line and other media sources.

3 Scope

3.1 This Policy and the accompanying procedures are intended to support the safeguarding of **any** child, young person or vulnerable person who is part of, or comes into contact with, the University community.

This Policy and the accompanying procedures concern:

- All staff, students and volunteers of the University
- All legally contracted representatives of the University, where appropriate (e.g. agents, franchise providers, outreach providers)
- All Liverpool John Moores University partnerships
- Visitors to the University, including those contracted to conduct their own business on University premises, where appropriate (e.g. building contractors, service suppliers)
- Those hiring University facilities for the provision of services or activities to individuals or groups which may be classed as vulnerable (e.g. school groups or individuals booking summer schools or undertaking sports programmes).

3.2 Staff, students and volunteers of the University who come into contact with children, young people or vulnerable adults in another organisation whilst representing the University must also familiarise themselves with the host organisation's safeguarding procedures.

3.3 Any concerns about a child, young person or vulnerable adult should be raised immediately with one of the Designated Safeguarding Contacts or any other senior member of staff, and the **safeguarding concerns reporting form** completed (see Appendix 2).

- 3.4 Although the safeguarding of children, young people and adults who are involved in research is the responsibility of the Research Ethics Committee in terms of its approval processes, this policy and attendant procedures must be implemented if anyone becomes aware of safeguarding concerns within the context of research activity.
- 3.5 This Policy provides generic guidance for all members of the University community and for departments. This may be supplemented by additional departmental procedures in areas which have high levels of contact with children, young people or adults at risk.
- 3.6 The University has partnerships with national and international providers. The institution at which the student is studying will have primary responsibility for ensuring their own safeguarding measures are appropriate and in place.
- 3.7 For guidance in relation to the admission of students who are under the age of 18 please refer to section 9 'Students admitted and recruited under the age of 18'.

4 Roles and Responsibilities

4.1 Individual and Collective Responsibilities

Safeguarding is **everyone's** responsibility. Whilst there are specific lead responsibilities identified within the University, it is vital to state that it is **everyone's** responsibility to safeguard and protect children, young people and vulnerable adults.

4.2 Key Role Holders

Effective safeguarding requires key role holders to understand their responsibilities and ensure they are carried out. Individual role holders with particular responsibilities may delegate the tasks associated with these responsibilities to others, however overall responsibility remains with the role holders. Details of key role holders can be found in Appendix 5.

This structure adopted for Safeguarding aims to follow the line management structure of the University and to make clear where responsibilities lie to enhance safeguarding procedures. This also ensures that trained staff are accessible to anyone who may wish to report concerns or allegations or seek advice on processes and procedures. The rationale for each role and the reporting requirements for monitoring and evaluation purposes are outlined below.

4.2.1 The Board of Governors

The Board of Governors is responsible for ensuring that, as far as is reasonably practicable, the University observes and implements effective safeguarding behaviours and standards.

The Board of Governors will monitor safeguarding performance via receipt of an annual report, which may then be used for external monitoring requirements.

The Board of Governors will be advised through the Vice-Chancellor on any relevant safeguarding issues, or in their absence, the University Registrar and Chief Operating Officer.

4.2.2 The Vice Chancellor

The Vice Chancellor, as Chief Executive, will ensure that the University procedures, systems and general activities comply with current legislation and the University Safeguarding Policy.

The Vice Chancellor will ensure that activity in this area is monitored and responded to proactively via ongoing reporting and receipt of minutes of the annual safeguarding working group meeting.

The Vice Chancellor will ensure that effective consultation with staff and students on matters relating to safeguarding takes place.

The Vice Chancellor will delegate to members of the Executive Leadership team (ELT) such duties as are considered appropriate to assist in the discharge of his/her responsibilities. Assurance of such activity will be sought during the appraisal process.

4.2.3 Members of the Executive Leadership Team (ELT)

ELT members have a duty to manage the activities for which they have responsibility in accordance with the Safeguarding policy.

Each member of ELT will ensure that sufficient resources are available to support safeguarding activities within their area of responsibility.

Each member of ELT will be responsible for ensuring that arrangements for safeguarding are appropriate and adequate. This will include releasing staff for appropriate updating and training.

Members of ELT will develop and maintain written published Policies for those areas or activities where the University Safeguarding policy does not address the risks within their area of responsibility. These policies will sit below the institutional Safeguarding policy.

The ELT member will nominate a suitable person or persons as Faculty/Department Designated Safeguarding Officer to assist with coordinating safeguarding within their area of activities.

Assurance that the responsibilities detailed in 4.2.4 below are being discharged will be sought in appraisal meetings.

4.2.4 All Directors/Heads of Schools and Professional services

Directors/Heads of Schools and Professional services are responsible for:

1. Ensuring appropriate risk assessments are undertaken for relevant activities within their department;
2. Ensuring appropriate DBS checks are undertaken for relevant staff/students/volunteers within their department;

3. Ensuring staff understand the implications of recruiting under 18 staff and students;
4. Monitoring the welfare of staff and students in the department who are under the age of 18;
5. Ensuring students or trainees in the respective Faculties, Departments or Programmes who are placed in 'regulated' activities receive the appropriate training through the curriculum.
6. Ensuring any safeguarding concerns are reported promptly to a Designated Safeguarding Officer and/or the Safeguarding Lead.

In addition, the following specific roles will also be required

i) The Director of Student Recruitment and Admissions is responsible for Advising on the admission and support of students who are aged under 18 (in conjunction with the Director of Student Advice and Wellbeing Services).

ii) Director of Student Advice and Wellbeing Services

In addition to the roles of Safeguarding Lead and Designated Safeguarding Officer, the Director of Student Advice and Wellbeing Services is responsible for:

1. Advising on the admission and support of students under the age of 18 (in conjunction with the Director of Student Recruitment and Admissions);
2. Monitoring the welfare of admitted students under the age of 18 (in conjunction with the relevant Director of School/Head of Department).
3. Ensuring appropriate mechanisms are in place to support students who may be deemed to be vulnerable within the context of this policy.

iii) Executive Director of Human Resources is responsible for:

1. Advising on the employment and wellbeing of staff who are aged under 18, including those on work experience schemes;
2. Providing guidance as to whether or not individuals who are employed/volunteer in any capacity should be subject to a DBS check (in conjunction with the University Secretary).

iv) Head, Safety, Health and Environment is responsible for:

- 1 Ensuring that all relevant Health and Safety Codes of Practice are consistent with this policy and associated processes, specifically SCP 36 Children on University Premises and SCP18 Risk Assessment.
- 2 Advising on the process of undertaking risk assessments, in conjunction with the Safeguarding Coordinator.
- 3 Ensuring the provision of risk assessment training

4.2.5 Managers and Supervisors (including Programme Leaders and Module Leaders)

- 1 Managers and supervisors are responsible for ensuring safeguarding concerns are addressed and referred appropriately within their areas of control and responsibility.
- 2 This responsibility may be delegated to others with day to day contact with individuals. However, they remain ultimately responsible for safeguarding issues within their area of control.

4.2.6 All staff

All staff (including non-contracted staff) have a responsibility for the safeguarding of individuals within their area of work. Staff are required to undertake available and appropriate training and updating, and ensure any information relating to a potential safeguarding issue is reported to their line manager and/or a Designated Safeguarding Contact, in a timely fashion.

4.2.7 All staff and students

All staff and students who intend to or are in a position of working with children, young people or vulnerable adults are responsible for:

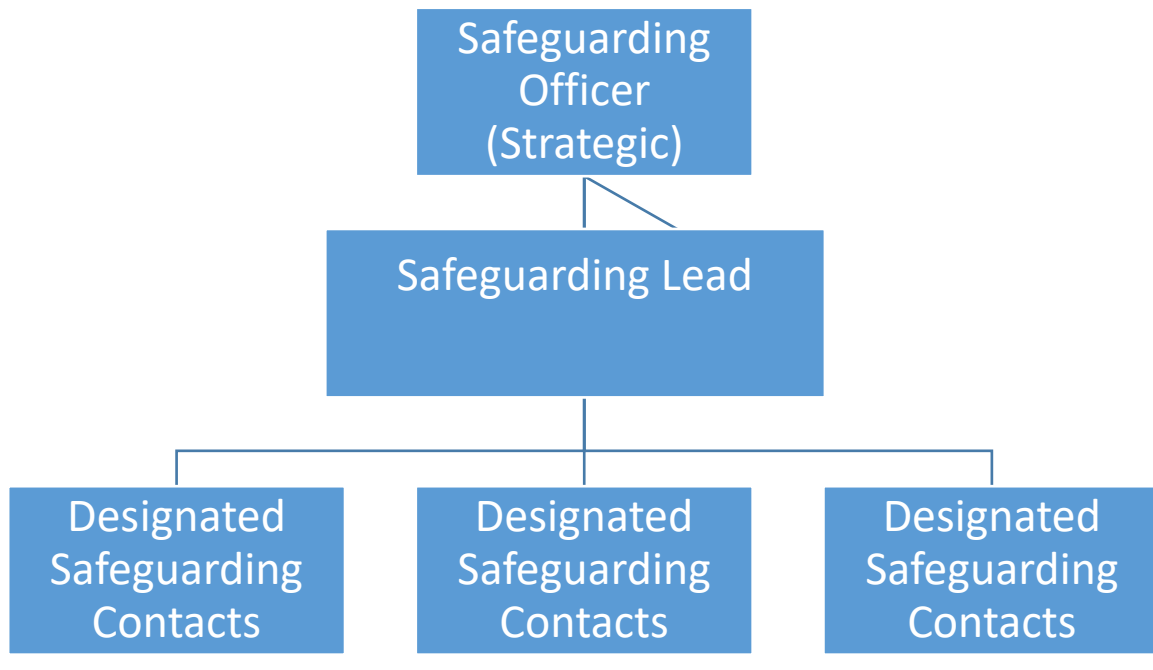
1. ensuring they understand the implications of this policy before commencing any programme, placement, event, visit or activity;
2. reporting any safeguarding concerns that arise to their Head of Department and/or one of the Designated Safeguarding Contact.

4.2.8 Other specific staff

Within each Service, Faculty or Department there are likely to be a number of other staff (for example Faculty Placement Officers) who in the course of their general duties are likely to be informed of specific incidents or concerns in relation to staff or students. As appropriate, the Designated Safeguarding Contact will identify these other staff for which appropriate training will be provided.

4.3 Specific Safeguarding Contacts

Identified Safeguarding contacts are detailed in Appendix 5 and provide detail to accompany the structural diagram below.



4.3.1 Safeguarding Officer (Strategic)

The Safeguarding Officer (Strategic) will be a senior manager of the University, able to be accountable for the institution's safeguarding policy and procedures.

Specifically the Safeguarding Officer (Strategic) is responsible for:

- Ensuring compliance in this area
- Having oversight and management of Safeguarding policies
- Implementing and promoting this policy
- Ensuring this policy is easily accessible to staff and students
- Ensuring an appropriate staff and committee structure is in place to fulfil Safeguarding responsibilities, including at the most senior level
- Ensuring that this policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of vulnerable individuals.
- Ensuring monitoring and evaluation systems are in place and produce an annual report
- Ensuring procedures are in place for managing: allegations against students and staff; information sharing and safe recruitment practices (staff and students)
- Supporting the Safeguarding Lead and the network of Designated Safeguarding Contacts
- Chairing the Safeguarding Working Group and have responsibility for the production of an annual report.

4.3.2 Safeguarding Lead

The Safeguarding Lead will take responsibility for organising the network of Designated Safeguarding Contacts and their training. This role holder will also be

responsible for co-ordinating the monitoring of this policy and its procedures and for drafting the annual report. Holding a senior management role is not a prerequisite for this role, nor is it essential that the role holder is a Designated Safeguarding Officer.

Specifically the Safeguarding Lead will:

- Ensure the security of records concerning Safeguarding and confidentiality;
- Develop University-wide policy, procedures, practice and guidance for Safeguarding that are compliant with the most recent legislation, government and/or professional body guidelines and local Safeguarding Children Board procedures;
- Create links with local Social Services Departments, Children's Services Teams, Safeguarding Children Boards and local Police;
- Liaise with Corporate Communications in respect of any press enquiries about Safeguarding
- Create and maintain a communication network for Designated Safeguarding Contacts;
- Oversee the organisational requirements for the training of the Designated Safeguarding Contacts;
- Oversee the monitoring and review systems, including preparation of the first draft of the annual report. All personal data will be processed in accordance with the requirements of the General Data Protection Regulation;

4.3.3 Designated Safeguarding Contacts (DSCs)

These role holders will be a point of contact at Service, Faculty, or Departmental level. They will assist the ELT member, Director/Head of School/Service or Department in ensuring that policies and procedures for staff, students and volunteers within their respective areas are available and appropriately reflect the requirements of safeguarding. They will provide expertise where appropriate on relevant professional body requirements. They will act as a point of contact for any individual who may wish to seek advice on policy and procedure, discuss a safeguarding concern or make an allegation. The number of Designated Safeguarding Contacts will be determined through discussion with Services and Faculties to meet the needs of individual areas and to provide particular expertise (for example knowledge of professional body requirements and procedures).

Specifically Designated Safeguarding Contacts will:

- Provide support, advice and guidance to staff and students about this policy;
- Refer cases of suspected abuse or allegations to the Safeguarding Lead
- Undertake on-going training as appropriate to the role;
- Attend Safeguarding Working Group meetings;
- Provide expertise on relevant Professional Body requirements in respect of Safeguarding and ensure these are integrated in to the local (and institutional) policies, procedures and practice as appropriate;

- Ensure that placement providers are informed of the University policy and practice in respect of Safeguarding.

4.4 Coordination of provision

The Designated Safeguarding Contacts will normally meet as a group at least once per year. This may be for specific training, sharing of good practice or issues and to consider the annual monitoring report. Other staff with relevant expertise or specific interest in safeguarding may be invited to join the Safeguarding Group from time to time.

Where recommendations are made for changes to the Policy and/or Procedures that impact on staff or students the appropriate committees will receive these recommendations.

5 Assessment and Management of Risks

- 5.1 It is the duty of the person who is supervising the activity to complete a risk assessment before any **new** activity is embarked upon that involves any form of contact with children, young people or vulnerable adults, or before admitting or employing any individual under 18 years of age.
- 5.2 All those involved in the undertaking of risk assessments should be aware that the assessment is not only a way to ameliorate, mitigate or remove any potential risks but may also be a prompt to consider alternative working practices. Risk assessments should encompass all aspects of health and safety as well as transport and safe meeting and collection of children and young people.
- 5.3 If an activity is undertaken in conjunction with another organisation, there must be a written agreement as to whose responsibility it is to undertake the risk assessment, and effect the control measures identified, and both parties should have copies.
- 5.4 It is essential that the control measures that are identified during the risk assessment are communicated effectively to those persons tasked with their implementation, and that the actual implementation of the control measures is taking place.
- 5.5 All staff and students that intend or may be tasked with working with children, young people or the vulnerable should ensure that they understand the implications of this policy before commencing any activity.

Detailed information on carrying out an appropriate risk assessment can be obtained from the Health and Safety team.

6 Checking of staff and students

- 6.1 The University will take all appropriate steps to ensure that unsuitable people are prevented from working with children and vulnerable adults.
- 6.2 Where it has been identified that staff or students are likely to have regular contact with children, young people or vulnerable adults, rigorous checks into their eligibility will be required. Such processes are detailed within the University's Recruitment Policy (further details available from HR).
- 6.3 All staff who work, or will be working, in Regulated Activity with vulnerable groups as part of their day to day duties will require an appropriate level of DBS check which must be in place prior to starting the role. The requirement for a DBS check should be identified at recruitment stage and detailed in the job description/person specification. The university must ensure that it is legally entitled to request a standard or enhanced DBS check and guidance on whether a role is eligible can be provided by HR Business Partners or by using the online tool <https://www.gov.uk/find-out-dbs-check>.

A DBS certificate has no official expiry date, but it is recommended that these should be rechecked after a period of three years. Advice on the process for obtaining DBS checks can be provided by the HR Department.

- 6.3 In addition to the University Recruitment policy, Faculty policies for DBS checking are in place for those areas with responsibility for activities involving large numbers of children, young people and/or vulnerable adults.

7 Organising activities for Children and Young People

- 7.1 The University encourages activities which engage children and young people as part of its commitment to Widening Participation. It is intended that this policy supports these activities and offers assurances to staff, students, volunteers and visitors that through appropriate implementation, the University seeks to safeguard and protect children, young people and vulnerable adults and to keep them safe from harm when in contact with University students and staff (whether acting in a paid or unpaid capacity).
- 7.2 All staff and/or students who intend to, or maybe put in a position of, working with children, young people or vulnerable adults should ensure that they understand this policy and its implications prior to commencing any programme, event, visit or other activity.
- 7.3 It is the responsibility of the relevant Director/Head of School or Professional service to ensure that an appropriate risk assessment is completed before any such activity is undertaken.

- 7.4 All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may also be a prompt to consider alternative working practices.
- 7.5 Risk assessments will consider all aspects of health and safety (fire, security etc.) as well as practical arrangements such as transport. Further guidance is available from the Safeguarding Lead and/or the Health and Safety team.
- 7.6 If an activity is a joint event, then written confirmation will be required as to the responsible partner for completion of the risk assessment.
- 7.7 Reference should also be made to the Guidelines in Appendix 1

8 Work Experience, Apprenticeships and Employment

Young persons

The University must ensure that young people it employs, provides work experience or Apprenticeships for, are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured. "Young person" is defined in the Management of Health and Safety at Work Regulations 1999 as being any person who has not attained the age of eighteen.

Therefore, the University is prohibited from employing a young person for work:

- which is beyond his/her level of responsibility
- involving harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affect human health
- involving harmful exposure to radiation
- involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons, owing to their insufficient attention to safety or lack of experience or training; or
- in which there is a risk to health from extreme cold or heat, noise or vibration

In determining whether work will involve the harm or risks mentioned above, regard shall be given to the results of the assessments already in place. See 8.1 below.

However, nothing contained in the points above should prevent the employment of a young person who is no longer a child (defined as being not over compulsory school age) for work:

- where it is necessary for his/her training
- where the young person will be supervised by a competent person; and

- where any risk will be reduced to the lowest level that is reasonably practicable

No child (young worker under the compulsory school age) can be employed to do this work at the University.

- 8.1 Young people employed by the University, including Apprenticeships, and children and young people engaged in work experience at the University must have an individual risk assessment completed which details any risks associated and the steps taken to mitigate such risks. Human Resources and the Health, Safety and Environment team can provide further information and guidance.
- 8.2 It is the responsibility of Directors/Heads of Schools/Departments to ensure that a risk assessment is completed before offering work experience and apprenticeship or before employing an individual under the age of 18.
- 8.3 Unitemps, the University's temporary staffing agency, has in place appropriate health and safety policy and procedures to protect the interests of children and young people when engaging in paid employment. Any concerns raised with or by Unitemps would be considered under the policy and procedure within this document.
- 8.4 Reference should be made to the Guidelines in Appendix 1
- 8.5 Safeguarding apprentices is also covered by the Ofsted inspection framework ([Inspecting safeguarding in early years, education and skills - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills)) and all principles contained within the framework have been taken into account in the revision of this policy. A mapping document is available from the Safeguarding Lead/Director of Student Advice and Wellbeing if useful/required.

9 Students admitted and recruited under the age of 18

- 9.1 Each year the University considers a small number of applications for admission to programmes from those who will not reach the age of 18 at the time of enrolment. This will include applications from international students. All applications from students who will still be under the age of 18 as enrolled students of the University will be dealt with on an individual basis, taking into account the academic and social developmental needs of the individual and any legislative issues.

The University's normal academic entry requirements for those in the full time compulsory education sectors are such that the normal age of entry would be 18, and 17.5 for some nursing courses. The Recruitment and Admissions policy details procedures around the admission.

Whilst not focused on LJMU students, the work of the Student Recruitment and Outreach team is part of the LJMU offer and has been reviewed in light of the COVID19 pandemic and the move to online activity. Detailed guidance for outreach activities is contained in appendix 6 of this document.

9.2 Parental Responsibilities

The University is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act in *loco parentis* in relation to students who are under 18 years of age.

9.3 Contracts

A person aged 16 or 17 has the status to enter into necessary contracts for education and accommodation but until their 18th birthday will not be legally competent to enter into all legal contracts. In circumstances where a person must be 18 or over to be legally competent to enter into a contract, the University requires a student's parents to honour all obligations (under any contracts with the University) that the student enters into prior to his or her 18th birthday.

9.4 Student Accommodation

It should be recognised that accommodation offered by and through the University is intended for the use of adults and that special arrangements cannot be made for students who are under the age of 18 years.

9.5 Field trips

Many courses at the University have compulsory or optional field trips, excursions or other periods of study away from the University. Where an event of this nature will involve an individual under the age of 18 years, a risk assessment will be carried out (see section 5 Assessment and Management of Risk). The University is unable to take any additional responsibility for a student who is under 18 years of age in relation to such activities.

9.6 Placements

Students undertaking a work placement, for which provision is detailed within the Placement Learning Code of Practice, should ensure appropriate disclosure of age on the risk assessment form (appendix 3 of the Placement Learning Code of Practice).

9.7 Holding Office

Students who are under 18 years of age are not allowed to hold office, for example, they may not be a secretary or treasurer to a sports club or other student society.

9.8 Relationships with staff

Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which may include members of University staff) to engage in sexual activity with someone who is under 18 years of age.

9.9 Parental Involvement

It is the University's usual policy to deal only with enrolled students (with whom it has the contractual agreement) and not with parents. This approach will also apply to students under the age of 18 years.

9.10 Emergency contact

Students aged under 18 years can have their refusal to receive medical treatment overridden by parents and therefore emergency contact details must be provided by students prior to their arrival at the University. However, please note that a child from the age of 16 is entitled to consent to medical treatment and that such consent cannot be overruled by parents.

9.11 International Students

Liverpool John Moores University is an adult environment and our students are normally 18 or above at the time they start their course. The University will admit students who are under the age of 18 years. In most cases this will be a very temporary situation, as the student will be approaching their eighteenth birthday and must have turned 18 one month following enrolment.

The University treats all its students, regardless of age on entry, as independent, mature individuals. However, under 18s living in England are considered by law to be children, which means the University has additional responsibilities towards students it admits who are under the age of 18 prior to the start of their course until the date at which they turn 18, even if this period is brief. Students who are under 18 should be aware that they are applying to study in an adult environment and there may be a small number of limitations for them at the University while they are under 18.

Immigration regulations require an English speaking UK Guardian to be nominated if the parent/guardian of a student under the age of 18 resides outside of the UK. The UK Guardian should be someone who can be contacted quickly in an emergency situation and cannot be a member of staff or student at the University. The University recognises the importance in working with international students both in terms of helping an individual international student to understand their rights but also in terms of briefing international students going into placements which involve working with children or the vulnerable about differences in legislation.

9.12 Reference should be made to the Guidelines in Appendix 1

10 Research Involving Children and Adults at Risk

- 10.1 All research proposals that involve children, young people or vulnerable adults as subjects are scrutinised by the University's Research Ethics Committee to ensure the health, safety and well-being of the subjects. Without the approval of the relevant Research Ethics Committee the research cannot proceed.

11 Photographic Policy and Protocols

- 11.1 Making, storing, publishing and distributing photographic and video images of any individual requires consideration of privacy and Data Protection issues.
- 11.2 The University will seek to avoid situations where images can be inappropriately misused, adapted or circulated.
- 11.3 Organisers of any event involving children, young people or vulnerable adults at risk need to:
- Obtain written consent from parents or carers prior to the event
 - Ensure the information for parents, children and schools states that the University is not responsible for any photography/filming taken on individual mobile phones or digital cameras
 - Include photography and video in the Risk Assessment for the event, establishing how images may be used and the risks of misuse avoided
 - Make sure they do not publish personal details alongside an image
 - Give young people guidance on expectations regarding their own taking of images
 - Treat images as confidential information, store them appropriately and delete once they are no longer required.

12 Dealing with suspicions and allegations of abuse

- 12.1 Concerns for the safety and wellbeing of children, young persons or vulnerable adults could arise in a variety of ways and in a range of different settings which may not necessarily be linked to the University. For example:
- A child may report or display signs of abuse;
 - Someone may hint that a child is at risk;
 - Someone may hint that a colleague or student is an abuser;
 - An individual may witness or hear about abuse in another organisation;
 - An individual may be supporting an adult who indicates that other children and young people may be being abused by someone who abused them as a child.
- 12.2 It is essential to act quickly and professionally in all cases of suspected abuse. The course of action taken will depend on the specifics of the

situation. In all cases it is vital that accurate records are maintained of allegations, concerns, decisions and reasons for actions. The Safeguarding Reporting Form in Appendix 2 should be used to record initial concerns. Records of subsequent actions should be maintained in a secure file. Files may be electronic or paper based. All files must be kept securely in line with the Data Protection Act 1988 and the General Data Protection Regulation.

- 12.3 Any allegations or suspicions of abuse or concerns about the welfare of a child, young person or vulnerable adult should be reported using the procedures as shown in the guidelines in Appendix 1. Members of staff must discuss concerns, suspicions or allegations with one of the University's Designated Safeguarding Contacts (see Appendix 5 below). The Designated Safeguarding Contacts are responsible for referring cases to the Safeguarding Lead.
- 12.4 The Safeguarding Lead will decide whether to refer a case to the appropriate local, statutory Social Care Services for them to consider what, if any, further action should be taken.
- 12.5 Concerns should be recorded on the Safeguarding Reporting Form in Appendix 2. A copy of this form should be sent to the Designated Safeguarding Contact and the Safeguarding Lead as soon as possible after the disclosure takes place.
- 12.6 Any allegation by a child, young person or vulnerable adult against a member of staff, another student or a volunteer should be reported immediately to the relevant Designated Safeguarding Contact. In dealing with any such allegation the University has a duty of care both to the child, young person or vulnerable adult concerned and to the member of staff, student or volunteer against whom the allegation is made. Guidelines for responding to a suspicion or allegation of child abuse are contained in Appendix 4.
- 12.7 The Designated Safeguarding Contact should discuss all such cases with the Safeguarding Lead who will decide whether to refer the case to the appropriate local Children's Services and/or the Police for them to consider what, if any, further action should be taken.
- 12.8 Where the allegations involve a member of staff the Safeguarding Lead will refer the matter to the Safeguarding Officer (Strategic), who will refer to Human Resources to initiate disciplinary procedures as appropriate.
- 12.9 Where allegations involve a student the Safeguarding Lead and/or the Safeguarding Officer (Strategic) will refer to Student Governance to initiate student disciplinary procedures as appropriate.

- 12.10 Where a member of staff, student or volunteer is working on behalf of the University with young people at an external organisation the allegation should be reported using the organisation's safeguarding procedure. The member of staff, student or volunteer should also alert the Designated Safeguarding Contact that such a report has been made. The Designated Safeguarding Contact will inform the Safeguarding Lead for completeness.
- 12.11 Students or members of staff may disclose that they were the subject of historical abuse by someone unconnected with the University. In such circumstances there is not necessarily a need for action. However, allegations of historical abuse may raise concerns that other children or young people may be still be at risk. If the individual has provided sufficient information to identify the alleged perpetrator the University may have an obligation to share this information with the relevant authorities. Advice about appropriate action must be sought from the Safeguarding Lead.
- 12.12 If an allegation of historical abuse does not raise concerns that other children or young people may be at risk the individual may still wish to report the abuse. The Safeguarding Lead can provide advice about how to do this.
- 12.13 If an allegation of historical abuse is made against a member of staff or student of the University, the Safeguarding Lead will make a referral to the local Social Care Services department, and/or the Police where there is a significant risk of harm to a child or vulnerable adult, and take steps to initiate the appropriate staff or student disciplinary procedure when appropriate.

13 Dealing with concerns about radicalisation

- 13.1 The duty to protect children, young people and vulnerable adults from harm extends to protecting them from involvement in groups which set out to radicalise individuals. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
- 13.2 Universities have been identified within the Government's Prevent Strategy as potential sites for radicalisation.
- 13.3 Factors which are considered when determining whether an individual may be vulnerable to involvement with terrorism are broadly described as:
- Identity crisis – distance from cultural/religious heritage and uncomfortable with their place in the society around them.

- Personal crisis – family tensions, sense of isolation, low self-esteem, dissociating from existing friendships, searching for answers to questions about identity, faith and belonging
- Personal circumstances – poverty, deprivation, local community tensions at home, alienation from UK values.
- Unmet aspirations – perceptions of injustice, feeling of failure, rejection of civic life.
- Criminality – victims of hate crime/discrimination, previous involvement with criminal groups, experiences of imprisonment, poor re-settlement/reintegration.

13.4 Staff or students may be concerned about someone due to changes in behaviour or appearance. For example:

- An individual may stop contact with peers and only be interested in contact with members of a particular ideological group;
- A quickness to anger, intolerance, close mindedness
- An individual may condone violence in support of their espoused ideology.
- Isolation
- Physical changes – tattoos, clothing etc

13.5 There may be many reasons for such changes which is why a safeguarding approach should be adopted as this enables relevant services within and outside the University to identify an individual's needs and vulnerabilities. This includes deciding whether the Channel Process may be of benefit to the individual.

13.6 If a member of staff is concerned that an individual may be becoming radicalised s/he should speak to the Designated Safeguarding Officer who should contact the Safeguarding Lead.

13.7 If a student is concerned that an individual may be becoming radicalised s/he should discuss this with the Head of Department or other senior member of staff who will follow the process above.

14 Training and Support

14.1 The University will train and supervise appropriate University staff to adopt best practice to safeguard and protect children, young people and vulnerable adults from abuse/harm and to minimise risk to themselves. This includes

providing appropriate information on this Policy for any University staff and for Directors/Heads of Schools/Departments.

14.2 The University will provide appropriate guidance and training on this Policy.

14.3 The Health, Safety and Environment team provides risk assessment training.

15 Annual Monitoring

15.1 The Safeguarding Officer (Strategic) will convene an annual meeting of all Designated Safeguarding Officers, Safeguarding Lead, and any other relevant parties to review safeguarding matters.

15.2 The meeting will also review, and when necessary revise, this policy.

15.3 The meeting will agree the content of any external reporting which the University is required to submit, further to ELT and Governors' approval.

16 Breaches of this policy

16.1 Breaches of this Policy and/or allegations of misconduct concerning children and/or abuse of children may result in the University invoking its Disciplinary Procedures in respect of staff or students. University staff who are the subject of allegations of misconduct will be entitled to be accompanied at any meetings held by the University whether under the Disciplinary Procedure or otherwise.

Appendix 1 Guidelines for working with Children, Young people and Vulnerable adults.

The following guidance applies to all University staff and students working with children, young people or vulnerable adults, whether acting in a paid or unpaid capacity.

1. Avoid unnecessary physical contact.
2. Avoid taking a child, young person or vulnerable adult alone in a vehicle on journeys, however short.
3. Unless circumstances make it impossible to comply, do not take a child or vulnerable adult to the toilet unless either (a) another adult is present or (b) another adult is aware (this may include a parent or group leader)
4. If you find you are in a situation where you are alone with a child, young person or vulnerable adult, wherever practicable make sure that others can clearly observe you.
5. Avoid close personal relationships with a child, young person or vulnerable adult in relation to whom you are in a position of trust.
6. Do not make suggestive or inappropriate remarks to or about a child, young person or vulnerable adult, even in fun, as this could be misinterpreted.
7. If a child, young person or vulnerable adult accuses a student or member of staff of abuse or inappropriate behaviour, you should report this immediately to the relevant person.
8. The duty to report applies equally to complaints or accusations of historic, and not just recent, abuse/inappropriate behaviour.
9. If you are the recipient of any complaint or accusation from a child, young person or vulnerable adult, it is important to listen without making or implying any judgement as to the truth of the complaint or accusation.
10. If a child, young person or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report your concerns to the Designated Safeguarding Officer under the University's Policy on the Safeguarding of Children, Young People and Vulnerable Adults ("the Policy").
11. Participate in the training available to you to support you in your work with children, young people and vulnerable adults.
12. Remember that those who abuse children, young people and vulnerable adults can be of any age (even other children and vulnerable adults), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
13. Good practice includes valuing and respecting children, young people and vulnerable adults as individuals, and the adult modelling of appropriate conduct – which would exclude bullying, aggressive behaviour and discrimination in any form.

14. Those dealing with any allegations of abuse or misconduct should adhere to the principles set out in the Policy. Any information received should be acted upon sensitively, effectively and efficiently. Wherever possible, those making allegations should be given information about the outcome.
15. Although allegations should be reported only on a “need to know” basis, staff and students making allegations need not be concerned that they will be breaching confidentiality or the Data Protection Act 1988, as complying with the Policy overrides such obligations. If the person making the allegation feels they need counselling or other appropriate support from the University, they are encouraged to seek it.
16. Ensure that you comply with appropriate licensing laws.

Appendix 2 Reporting Safeguarding Concerns Form

Details of child and parents/carers

Name of child/young person/ vulnerable adult:			
Reason for reporting a concern. (Delete as appropriate). This person is a child / young person/ vulnerable adult. This person is at risk of harm / at risk of harming others/ at risk of involvement in extremist activity			
Gender:	Age:	Date of Birth:	
Ethnicity:	Language:	Additional Needs:	
Individual's status with the University: (delete as appropriate)			
Student (Please Provide Student Number) Staff Member (Please Provide Staff Number)			
Outreach/WP activity events	Summer school	Work Experience	Sports
Other (Please specify)			
Name(s) of parent(s)/carer(s):			
Address of child/ young person/ vulnerable adult. If a student please include term time and home address.			
Address of parent(s) / carers			

Person reporting incident

Name:	Position:	Contact Details	Date and time of incident (if applicable)

Report

Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)

Report own concerns

Responding to concerns raised by someone else

If you are responding to concerns raised by someone else, please provide their name and position within the organisation:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:

The child's account/perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who has witnessed the incident or who shares the concerns:

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details:

Summary of discussion with supervisor/manager:

Signed	Dated	Name and position

Referred to Designated Safeguarding Lead	Date
---	-------------

Appendix 3 Example Photograph consent form

Please use BLOCK CAPITALS

Photographer's details:

Name: _____

Address: _____

Postcode: _____

Relationship between the photographer and the subject(s) in the photographs:

(e.g. father of birthday child, team coach)

Date on which photographs/video are to be taken: _____ / _____ / _____

Facility where photographs/video are to be taken: _____

Reason for photographs/video being taken and the intended use of the stored images: (e.g. family record, promotional material, newspaper)

I _____ agree that the information provided above is valid and that the images will only be used for the reasons given. I also understand that if any individual complains or expresses concern whilst taking the photographs/video or if asked to by appropriate University staff, I will stop taking photographs/video immediately.

Signed: _____ Date: _____ / _____ / _____

Example Individual Consent Letter

Dear Parent / Guardian / Carer

LJMU has been contacted by to take photographs or video of on The photographer has stated that they wish to use the materials produced for

To comply with the Data Protection Act 1988 and the University's Safeguarding policy, they need your permission before they can photograph or make recordings of you/your child for the stated purposes.

Please indicate, on the tear off sheet below, whether you do or do not give your consent for you/your child to be photographed. The tear off section below should be returned to the event organiser.

If you wish to discuss this matter further please do not hesitate to contact on

Yours sincerely

Please circle the appropriate statement

I give my consent for photographs to be taken of me/my child

I do not give consent for photographs to be taken of me/my child

Name of Child _____

Parent/Guardian/Carer of child

Name _____

Signature _____

Date _____

Address _____

Post code _____

Phone Number _____

Appendix 4 Guidelines for responding to a suspicion or allegation of child abuse

1. For the purpose of these guidelines the term “University Member” includes all University staff and students working with children, young people or vulnerable adults, whether acting in a paid or unpaid capacity.
2. All University members must be alert to the possibility that the children they are working with may have been, or may be, at risk of being abused. All complaints/allegations of such abuse must be taken seriously and dealt with in accordance with the following procedure.
3. Where a detailed departmental policy is in place, staff should refer to the reporting procedure in accordance with that policy. However, should there be any doubt regarding a policy or if no departmental policy exists, the guidance below should be followed.
4. If a University member has a suspicion that a child is being abused he/she should seek the advice and assistance of the relevant Designated Safeguarding Officer, setting out the basis of the suspicion as clearly as possible. This should be done immediately without awaiting confirmation of concerns.
5. If a University member receives from a child an allegation that that child or another child is being abused, has been abused, or is at risk of abuse s/he should:
 - Listen carefully and stay calm.
 - Ensure that s/he does not interview the child. However, if necessary, s/he may seek to clarify, using open questions and without putting words into the child’s mouth, in order to be sure that they understand what the child is telling them.
6. Reassure the child that by telling him/her they have done the right thing.
7. Inform the child that he/she must pass the information on, but that only those that need to know about it will be told.
8. Inform the child to whom s/he will report the matter.
9. Record details of the disclosure on the Safeguarding Concerns Reporting Form in Appendix 2. This form prompts the individual to record as many relevant details as possible. Such detail may be required if a referral is made to Children’s Services.

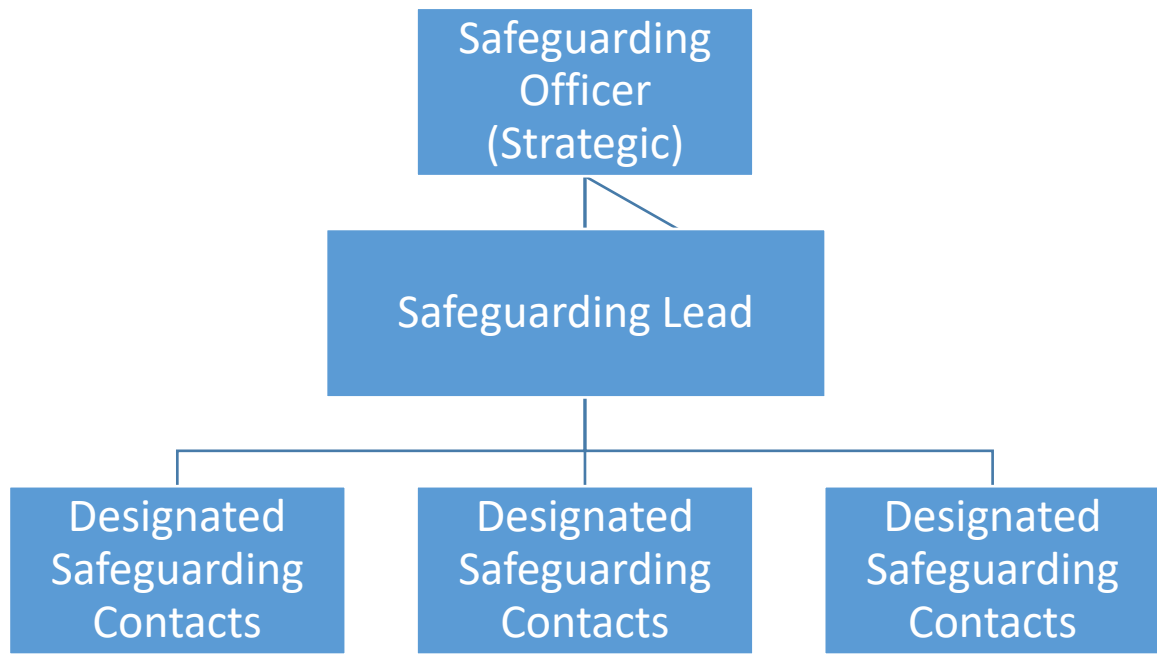
10. University members should not investigate concerns or allegations themselves but should report them immediately to the relevant Designated Safeguarding Contact (or, in their absence, one of the other Designated Safeguarding contacts, or the Safeguarding Lead).
11. University members should not make referrals to Children's Social Care Services or other authorities themselves other than in consultation with a Designated Safeguarding Contact or the Safeguarding Lead.
12. On receipt of a report of a suspicion/allegation of child abuse (which may be contemporary or historical) by a University member, the relevant Designated Safeguarding contact will contact the Safeguarding Lead who may make a referral to the local Children's Social Care Services department, and/or the Police where there is a significant risk of harm to a child, and take steps to initiate the appropriate staff or student disciplinary procedure when appropriate.
13. Where an allegation of child abuse is received by the University from an external source concerning a University member, the Safeguarding Lead will normally consult with Children's Social Care Services.

Appendix 5 Safeguarding Officers and Sources of Advice

Safeguarding Officer (Strategic)	Clare Milsom, University Registrar and Chief Operating Officer
Deputy Safeguarding Officer (Strategic)	Phil Vickerman, PVC Student Experience
Safeguarding Lead	Yvonne Turnbull, Director, Student Advice and Wellbeing services
Deputy Safeguarding Leads	Rob Michael-Phillips, Head of Student Support and Wellbeing Jo Bleasdale, Student Inclusion Manager

Designated Safeguarding Contacts

Faculty of Science	Alison Leigh
Faculty of Engineering and Technology	Sara Rioux
Faculty of Health	James Evans
Faculty of Arts, Professional and Social Studies	Lyndsey Philip
Faculty of Business and Law	Amanda Stewart-Reilly
Human Resources	Sandra McCrystal Joanne Wilson
Student Recruitment and Admissions	Carolyn Williams / Peter Dolan
Student Futures Team	Chris Finn / Marnie Blackman-Cook
IT services	Mark Wynne
Library services	Christine Haddock
Estates Management	Maria McShane
Student Governance	Stuart Borthwick
JMSU	Sarah Latham



Appendix 6 Online Safety Guidelines for Student Recruitment and Admissions Activity

Context

This guidance is an addendum to LJMU's existing safeguarding policy and should be considered alongside this and other related institutional IT and data protection policies.

Liverpool John Moores University works with children, young people and other stakeholders as part of its student recruitment and widening access strategy. Since March 2020, LJMU has moved the majority of its activity ordinarily delivered face-to-face, to a variety of online formats. This document covers online engagements including live videos/webinars, mentoring, virtual exhibitions, instant chat messaging and 1-1 admissions support with prospective students.

Examples of activities adapted to virtual formats using webinar and other technologies include:

- Institutional Open Days and Applicant Days
- LJMU organised outreach events and activities for students of all ages in relation to providing information, advice and guidance about Higher Education
- School and college specific engagements to deliver one to one and group support to learners of all ages regarding progression to Higher Education
- Work with identified under-represented and disadvantaged groups of students to inspire progression to HE, including multiple interactions with the same groups of students and 1-1 mentoring
- Online live chat platforms such as Unibuddy and Campus Connect.
- Attendance at externally organised recruitment exhibitions engaging with prospective students
- Admissions led subject support live chats
- Transition support activities for applicants

Purpose

This guidance applies to all staff, students, children and young people involved in LJMU's online recruitment and widening access activities. Whilst the University recognises the opportunities on-line engagement can offer, it also acknowledges risks associated with this form of activity and has taken measures to ensure safety of children is always prioritised. In addition, this guidance provides staff with appropriate information to engage safely with children and those who are potentially vulnerable online.

The purpose of this document is:

- To update existing safeguarding measures to take account of the increasingly digital environment the student recruitment and admissions team are operating in

- To ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices to access Liverpool John Moores University student recruitment related activities or content
- To provide staff with the overarching principles that guide our approach to online safety
- To ensure that staff operate in line with existing policies and within the law in terms of how we use online devices

Legal framework

This guidance has been drawn up taking account of current legislation, policy and guidance that seeks to protect children. Summaries of the key legislation and guidance are available:

- [online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://www.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- [bullying learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://www.nspcc.org.uk/child-abuse-and-neglect/bullying)
- [child protection learning.nspcc.org.uk/child-protection-system](https://www.nspcc.org.uk/child-protection-system)

Risk Assessments

A risk assessment should be written which is approved by the relevant line manager for any new type of on-line student recruitment activity implemented. The risk assessment should be shared with all members of staff involved with the activity. Risk assessments for existing activity should be reviewed frequently and updated where necessary. A standard template will be provided by SR&A.

Online Platforms

Any online activity co-ordinated by LJMU should take place on approved online platforms only. These platforms will need to have the following features:

- Access to the platform that is enabled only for the intended participants through appropriate registration processes for individuals or specific school /college engaged
- Personal information (including names, contact details and email addresses) is only accessible to those with the right permissions and is not publicly viewable
- Staff are able to remove people from the platform if necessary
- Where appropriate approved data protection impact assessment is written for use of platform where data is potentially at risk

Examples of current platforms used include the LJMU virtual events' site, Zoom webinars and meetings, MS Teams, Unibuddy, Campus Connect, Google Classroom, and bespoke platforms used by external organisations such as NCUK, UCAS and the British Council. Staff organising recruitment activity should familiarise themselves with security measures in place for these platforms prior to using.

Where the event or activity is set up by an organisation external to LJMU, e.g. a school or college, the safe use of the platform is the responsibility of that organisation. The member of LJMU staff presenting as a guest speaker however should follow the good practice guidance detailed in this document to protect themselves and the vulnerable individuals they may be interacting with,.

DBS

Anyone working with schools/colleges on a regular basis should have an enhanced DBS check, this is often required by schools and failure to hold a current DBS could restrict access to prospective students. This applies to digital engagement as well as face-to-face interaction. All outreach staff are DBS checked and any engagements with schools and colleges should be co-ordinated through them for this reason. In addition, all student advocates and digital ambassadors should be DBS checked and trained on safeguarding prior to working on any platforms where children are present.

An enhanced DBS certificate will be issued by Human Resources at LJMU for the relevant staff roles at the University, and is applicable for working with children frequently and at times in a sustained manner with those under the age of 18. A member of HR staff will need to see a copy of the certificate and record the certificate number before staff are cleared to work in all aspects of engagement with children. The same process will be followed by Unitemps for students requiring a DBS check.

Whilst it is necessary for outreach staff to hold an enhanced DBS check due to the regular contact with schools and the potential of multiple engagements with the same pupils through widening access initiatives, staff who are less likely to engage with children in their day-to-day roles are not required to undertake a DBS check. For example, academic staff who support university open days or deliver subject taster webinars targeted at children and young people. As long as these sessions are co-ordinated through proper student recruitment channels and staff give regard to the instructions for events, the safeguarding and good practice requirements will be assessed by the Student Recruitment and Admissions staff co-ordinating the activity. Moderation of such activity is usually overseen by a member of student recruitment and admissions staff.

Types of Online Activity

Livestreaming – no participant video/audio

This section refers to live streaming video or webinars where participant video/audio is disabled.

The platform must:

- Be appropriate for the age group participating
- Enable the organiser to restrict the audience to just the intended participants
- Ensure that participants personal information (e.g. contact information) is not visible to anybody else presenting or viewing the stream
- Enable the moderator to reject or force somebody to leave the session if necessary
- Enable to control whether participants are able to have their videos/microphones on
- Have safeguarding policies belonging to the platform which are complied with by the user

Prior to delivering a live session staff should:

- Familiarise themselves with the University's safeguarding policy and LJMU safeguarding reporting procedures found in the policy's appendices
- Ensure staff have the contact details of the designated safeguarding officer (named staff listed in the LJMU safeguarding policy) on hand and they are aware the session is taking place
- Ensure there is enough staff to support the event. This will depend on the type of event. Preferably two members of staff should be present or on standby to supervise the activity if a live webinar. If an activity is being delivered for a particular school, a teacher or appropriate member of school staff should be present throughout. In a live webinar, it is suggested one member of staff presents and the other monitors any messages/questions on the platform.
- Where it is only possible for one member of staff to deliver a live webinar, it is recommended another is available to call on as a back-up for the event, in case one staff member is unable to attend (e.g. due to illness, connection problems)
- Ensure all contributors are employed by LJMU (either staff or student) or are appropriately vetted guests
- Familiarise themselves with the privacy settings and know how to report offensive and abusive content
- Make sure they are using an institutional account (not a personal account)
- Ensure that all staff supervising the activity are familiar with the platform and have read and understood the instructions in relation to using the platform for an event
- When recording live streams for on demand/repeat viewing, inform the audience at the start of the session that it is being recorded, and explain how this recording will be used where appropriate.
- Plan the structure and content of the activity carefully to ensure that discussions remain on topic
- Define a clear time and space for the webinar to take place, e.g. participants should only be able to contact the speakers/contributors and vice versa during the webinar on the agreed platform

Those hosting an activity should also ensure that the participants:

- Do not share private information about themselves
- Do not respond to contact requests from people they do not know
- Understand who they should contact if they hear anything upsetting or inappropriate

During the live session staff should:

- Ensure that the session is taking place in a neutral physical area where nothing personal can be seen and there is nothing inappropriate in the background or alternatively use a background filter to blur out the background
- Supervising staff should monitor interactions in live chats to check it is appropriate and relevant, and to deal with any sudden changes or difficult developments.
- If one staff member leaves the session for any reason (e.g. connection issues), they should get in contact with the other staff member as soon as possible (by phone if necessary) and attempt to re-join the session if possible
- If re-joining is not possible, then the back-up staff member should be contacted and they should try to join the session as soon as possible to maintain the supervision ratio
- If it is not possible to staff the event sufficiently due to technical difficulties, then the event should be ended as soon as reasonably possible and this should be communicated to all participants
- At the start, the main speaker should remind participants how to keep themselves safe (as outlined above) in addition to reminding them of conduct expectations
- If staff share their screens at any point they must ensure that there is nothing inappropriate on the screens/internet pages/browser history
- Challenging behaviour or inappropriate comments should be dealt with immediately, which may involve muting or removing the offender from the platform
- If a participant raises a safeguarding concern, or if a member of staff is concerned about a participant, the reporting procedures outlined in LJMU safeguarding policy should be followed

Interactive livestreaming – audio/video enabled

This section refers to live streaming video or webinars where participant video/audio is enabled. For example, this might be the case for small group workshop sessions, school classroom interactions or meetings.

All of the above guidance on non-interactive livestreaming applies. However, in addition to this, you should also:

- Ensure that you have consent from parents/guardians of any under-18 participants (if a specific school engagement this is the school's responsibility) where individuals will be visually identifiable

- Have an agreed code of conduct that has been communicated to participants which includes the consequences in the case of inappropriate behaviour
- Ensure that participants understand the benefits and risks of online sessions and are clear of the purpose for this particular activity
- Remind participants not to take photographs of the screens or share any images of the online session
- Staff should not be in a private chat/video call 1-2-1 with a participant unless this is a pre-arranged engagement which forms part of LJMU's student recruitment and admissions strategy and has safeguarding measures in place. If this happens unintentionally, (e.g. others in the session lose internet connection etc.) they should immediately come out of the breakout room/chat and end the session.

Online one to one engagement

This section reviews LJMU's potential 1-1 digital engagement with prospective students, including activity such as sustained mentoring, mock interviews, applicant advice and guidance using zoom based appointments, and live chat platforms:

- 1-1 online engagements with any under 18 year old should be avoided unless through official LJMU communication channels, e.g. email, LJMU phone numbers, approved live chat and webinar functions
- No staff or students should engage in 1-1 video interactions with anyone under the age of 18 or anyone classed as vulnerable unless they have enhanced DBS clearance and the purpose is for approved student recruitment or widening access activity, this applies to recruitment interviews if 1-1
- All staff (including student advocates) working with young people or vulnerable adults in an online context of this type should have a valid DBS check if providing 1-1 support for prospective students
- Where platforms are designed for 1-1 engagement, users should refer to the safety policies administered by the owners of the platform and ensure compliance
- Where possible, small group video interactions should be considered rather than private 1-1s, e.g. a student led mentoring programme where 6 pupils engage on-line with current student advocates in the same session, monitored by LJMU staff
- All staff or staff/students working in this context should receive safeguarding training prior to starting their work supporting students, and should be clear on how to report concerns referring to the LJMU safeguarding policy
- LJMU staff must communicate expected code of conduct with participants and teachers (if interactions are organised through schools)
- Staff and participants must understand that all communication must take place on the designated platform and that they must not share contact information; any communications that happen off-platform must be reported to the co-ordinator of the activity
- The majority of video engagements should be organised through a school and ordinarily will involve the student interacting from the school premises with a

teacher or other school member of staff supervising, making themselves known to camera in the classroom at the start of the session

- During periods of home schooling, a parent or responsible adult must be at home and make themselves known to camera prior to the start of approved activity delivered by a member of staff with DBS clearance, e.g. mentoring
- Interactions should always take place with the student in an area such as the kitchen or dining room and never a bedroom. The same applies to LJMU staff/students camera streaming from home
- LJMU staff should work from a room away from others in the household to ensure confidentiality on video calls
- With safeguarding in mind, sessions should be recorded, with notification and consent confirmed beforehand, these should never be published and should be kept securely as password-protected files on LJMU drives accessible only to the organiser. The recording will only be accessible to the participant. Recordings should be kept for a limited time in line with GDPR requirements and departmental data protection impact assessments.
- Students, parents and teachers should be informed prior to the intervention that a session will be recorded and the reasons for this explained
- Participants should always have the option of keeping their camera turned off in such engagements
- When delivering 1-1 work remotely, approved LJMU staff must use only LJMU telephones, IT equipment, phone numbers and email addresses. They must not use their personal telephones or share their personal phone numbers and email addresses
- LJMU SR&A staff should regularly monitor interactions which take place and respond to any moderation requests as a matter of priority
- If during the course of the 1-1 there are any concerns or disclosures the standard LJMU safeguarding procedures should be followed referring to the institutional safeguarding policy.